

EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNEFM 10/11

**OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs) and Members of Household (MOH) – All Agencies

**POSITION:** Language Instructor, FP-07\*

**OPENING DATE:** September 15, 2010

**CLOSING DATE:** September 29, 2010

**WORK HOURS:** Full-time; 40 hours per week

**ANNUAL SALARY:** US\$39,994 (Starting salary for 40 hour work week) – applicable to USEFMs  
US\$34,324 (Starting salary for 40 hour work week) – applicable to EFMs and MOH  
(\*Position Grade: FP-07 will be confirmed by Washington)

**LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.

**NOTE: A USEFM OR EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The Embassy of the United States of America in Hanoi is seeking an individual for employment for the Language Instructor position in its Human Resources Office (HRO).

**BASIC FUNCTIONS OF THE POSITION**

Incumbent of this position will be responsible for administering, maintaining and improving the Mission wide English language program for Vietnamese employees. The incumbent will schedule classes, prepare lesson content, purchase/evaluate all training materials to include text and audio visual media and evaluate students' progress via tests and in-class evaluations. The incumbent will also be tasked with preparing, testing and participating in the evaluation of current and perspective Vietnamese employment candidates to ensure that their English proficiency level matches State Department Computer Aided Job Evaluation (CAJE) and Position Description criterion.

Please contact the Human Resources Office at 3850-5000 X5102 for further inquiries.

**QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) University Degree in Arts, Sciences, Education or Administration is required. (2) Two years teaching experience is required. (3) Must understand how to apply the current pedagogic strategies used to train adult English language learners. (4) Understanding of the Vietnamese culture and strong interpersonal skills in order to interact effectively with Vietnamese Nationals is required. (5) Level 4 (Fluent) Speaking/Reading/Writing English is required.

You may download the application form at [http://vietnam.usembassy.gov/job\\_opportunities.html#appforms](http://vietnam.usembassy.gov/job_opportunities.html#appforms). Paper copies are also available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

**ADDITIONAL SELECTION CRITERIA**

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website.

**SUBMIT APPLICATION TO**

Human Resources Office

U.S. Embassy Hanoi

No. 7 Lang Ha, Dong Da, Hanoi

Tel. 84-4-3850-5000

FAX: 84-4-3850-5019

**CLOSING DATE FOR THIS POSITION: SEPTEMBER 29, 2010**

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)